

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale
Held on Tuesday, June 11, 2019**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, June 11, 2019, at 6:00 P.M. in the Clarkdale Police Annex, 49 N. Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – Meeting was called to order at 6:01 P.M. by Mayor Von Gausig.

Town Council:

Mayor Doug Von Gausig
Vice Mayor Richard Dehnert
Councilmember Scott Buckley

Councilmember Bill Regner
Councilmember Debbie Hunseder

Town Staff:

Town Manager Gayle Mabery
Economic/Community Development Director Jodie Filardo
Utilities/Public Works Director Maher Hazine
Police Chief Randy Taylor
Town Clerk Mary Ellen Dunn

PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

There was no public comment.

REPORTS

Current Events – A brief summary of current events. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary.

Mayor's Report –

- 05/16/19 – Met with Zach from KNAU at TuziRAP to talk about the river and the park system in Cottonwood
- 05/29/19 – Attended Kathy Bainbridge's retirement gathering
- 06/10/19 – Attended Verde Valley Mayors and Managers meeting in Cottonwood
- 06/11/19 – Met with Darla, Kendra Lee and McKenzie from APS regarding the new substation

Vice-Mayor's Report –

- 05/25/19 – Attended Concert in the Park
- 05/29/19 – Attended Kathy Bainbridge's retirement party
- 05/31/19 – Attended Clarkdale Block Party
- 06/04/19 – Attended Yavapai College Sedona Center luncheon regarding Skills Center on the Clarkdale campus
- 06/07/19 – Attended the Historical Society presentation by Gayle Mabery
- 06/08/19 – Attended Concert in the Park

Councilmember Regner's Report –

- 05/25/19 – Attended Concert in the Park
- 05/28/19 - Met with Michael Lindner and Cindy Emmett regarding Clarkdale Historical Society and Museum (CHSM)
- 05/29/19 – Attended Kathy Bainbridge's retirement gathering
- 06/10/19 – Was 9th Anniversary of his swearing in to the Town Council

Councilmember Buckley's Report –

- 05/25/19 – Attended Concert in the Park (kudos to Joni Westcott and Allyn Backus)
- 06/08/19 – Attended Concert in the Park

Councilmember Hunseder's Report –

- 05/15/19 – Attended Museum's Volunteer Appreciation
- 05/23/19 – Attended Museum's (in partnership with (OLLI) author presentation
- 05/25/19 – Attended Concert in the Park
- 05/29/19 – Attended Kathy Bainbridge's retirement party
- 05/30/19 – Attended VVREO-LRSPC meeting at water plant reclamation facility
- 05/31/19 – Attended Clarkdale Downtown Business Alliance (CDBA) Block Party
- 06/04/19 – Attended CDBA meeting
- 06/07/19 – Attended CHSM's "In Their Own Words" presentation by Gayle Mabery (A History of Town Government through the Eyes of a Leader)
- 06/08/19 – Attended Concert in the Park

Town Manager Hlavinka's Report –

- 05/31/19 – First day in Clarkdale
- 06/03/19 – First day of work
- 06/07/19 – Attended First Friday by CHSM presentation by Gayle Mabery
- 06/08/19 – Attended Concert in the Park

Reminders:

- 06/12/19 Parks and Recreation meeting at 5:30 p.m.
- 06/18/19 Planning Commission meeting at 6:00 p.m.
- 06/22/19 Pickleball Learn and Play at 8:00 a.m.
 - Concert in the Park at 7:00 p.m.
- 06/28/19 Clark Memorial Library 4th Friday Films
 - CDBA Block Party

Organizational Reports – Reports regarding regional organizations.CAT – Cottonwood Area Transit (Councilmember Buckley)

- No report

VVTPO – Verde Valley Transportation Planning Organization. (Councilmember Regner)

- (Did not attend but read from minutes)
 - Yavapai County: Discussions regarding Verde Connect, Cornville Road improvements, Ogden Ranch Road improvements, Page Springs road slope improvements, land exchange in Windmill Park area in Cornville, Sun Corridor Trail committee, and emergency preparedness meeting
 - Cottonwood: Discussions regarding Mingus Avenue repaving, Main Street restriping, and hosting State Transportation Board meeting
 - Yavapai-Apache Nation: Public transportation discussion
 - NACOG and CYMPO (Central Yavapai Municipal Property Organization): Discussion regarding transportation study

NACOG - Northern Arizona Council of Governments. (Vice Mayor Dehnert)

- No meeting however provided handouts to Council regarding the Comprehensive Economic Development Component Strategy

TPAC – Transportation Policy Advisory Council. (Councilmember Regner)

- No report

NAMWUA - Northern Arizona Municipal Water Users Association. (Councilmember Buckley)

- No report

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held May 14, 2019 and Special Meeting May 28, 2019.

- B. Claims** - List of specific expenditures made by the Town during the previous month. May, 2019 check log and PPE dated April 27, 29, and May 11, 25, and 26, 2019.
- C. Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month’s Board and Commission Meetings.
Design Review Board minutes of meeting held May 1, 2019
Planning Commission minutes of the meetings held May 21, 2019 (Site Visit and Regular Meeting)
Parks and Recreation Commission minutes of the meeting held May 8, 2019
Public Safety Personnel Retirement Local Board minutes of meeting held May 22, 2019
- D. Resolution designating Clarkdale’s Chief Fiscal Officer (CFO)** - Approval of Resolution 1602 designating Town Manager, Tracie Hlavinka as the Chief Fiscal Officer designated to submit the Expenditure Limitation Report for year ending 2019.
- E. Resolution designating Clarkdale’s Chief Fiscal Officer (CFO)** - Approval of Resolution 1603 designating Town Manager, Tracie Hlavinka as the Chief Fiscal Officer designated to submit the Expenditure Limitation Report for year ending 2020.

Action: Approve Consent Agenda items A – E as presented.

Motion: Vice Mayor Dehnert

Second: Councilmember Buckley

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

NEW BUSINESS

WORKSESSION REGARDING AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE YAVAPAI APACHE NATION (YAN) – A worksession to discuss the terms of an IGA with the YAN related to water and sewer.

The Town of Clarkdale (Town) has been providing water and sewer service to the Yavapai-Apache Nation (YAN) for the Nation’s existing Clarkdale Community. This arrangement has been addressed in an existing Intergovernmental Agreement dated May 1973. Under this agreement, the YAN is not required to pay any connection, capacity, or impact fees to the Town. The Nation has approached the Town to discuss the extension of the water and

sewer services to the new proposed development Kwail Heights located just west of Cement Plant road near Hood Street.

The Town has requested that the original IGA needs to be revised to allow for the Town to collect connection and capacity fees for the Kwail Heights development as well as any new future development.

Town staff and the YAN staff, their Attorney General, and the YAN Chairwoman Jane Russell-Winiecki have had a series of discussion related to the technical aspect of the new proposed development as well as terms of the agreement including fees, plan review and billing for water and wastewater services.

The YAN is proposing to construct 41 residential units and Community center as part of the Kwail Heights development over two years. As part of this development, the YAN will be required to install a new water line from the intersection of Clarkdale Parkway and Cement Plant Road along Cement Plant Road going north to their development near Hood Street. This new line will be constructed by the YAN at no cost to the Town and be turned over to the town upon acceptance by the Town. Water service off of this line will be provided through a 6-inch water meter. This water distribution system will be connected to the Nation's existing Clarkdale Community under Cement Plant Road. Additionally, the sewer service will be provided through the existing sewer line at Hood Street under Cement Plant Road. Both of these services and other telecommunication services will be provided through a 30-foot Utility Easement that was recently granted by the Town to the YAN.

The terms of the agreement require the nation to construct all necessary improvements at the sole cost of the Nation. The portion of the improvements located within the Nation's boundary will be owned and maintained by the Nation. The portion located outside of the Nation's boundary will be constructed by the YAN and turned over to the Town for operation and maintenance.

As part of this agreement, the YAN will be required to pay a water capacity fee of \$2,322 per connection and a sewer capacity fee of \$5,027 per connection. The connection fees have been waived since the YAN will be installing all connections at their cost. Additionally, the YAN will pay the Town an hourly fee of \$75/hour for an amount not to exceed \$6,500 for inspection services. Town staff will perform this inspection.

Generally, developments will be paying these fees on a unit-by-unit basis as they develop however, since this development will be served through a unified meter, the Town is requesting that the YAN pay these fees up front. The Nation has asked for some consideration allowing a portion of these fees to be paid over time. Staff is awaiting a proposal from the Nation and will discuss the specifics of this proposal at the worksession.

The Nation recognizes the necessity for protection of the Nation's and the Town's local water supply to preserve the continued health and welfare and economic stability of the

region. To this end, the Nation will consider appropriate strategies and procedures to be imposed under the Nation's laws and authorities within the existing Clarkdale community and the Kwait Heights community. To the extent possible, as determined by the Nation, the Nation's water use and restrictions will parallel those circumstances and periods when the Town imposes water usage regulation under the Town's Drought and Water Shortage Preparedness Plan, congruent with those imposed on the Town's municipal customers. The Town will assist the Nation as much as possible in helping the Nation develop such a plan.

Furthermore, as allowed under Chapter 21 of the Town Code, the Nation will be entitled to reimbursement for a proportionate cost associated with the construction of the offsite water line. The details of this reimbursement will be addressed in a separate agreement to be finalized at a later date.

Utilities-Public Works Director Maher Hazine presented information on this agenda item to Council.

Discussion about the rates being charged to the Nation being the same as the rates being charged to Clarkdale residents. Hopeful that the nation will recognize the importance of water conservation.

Nation is paying the top tier rate so we have some leverage in that way. That money is allowing us to effect conservation efforts. Maher stated that nation is doing xeriscaping in new development.

Council direct staff to proceed and noted staff was on the right track.

Action: This agenda item is listed as a worksession only and no Council action is required.

WASTEWATER TREATMENT PLANT CONSULTING, OPERATIONS AND MAINTENANCE AGREEMENT – Discussion and consideration of a staff recommendation to accept a Professional Services Proposal from Contract Wastewater Operations, LLC for Wastewater Treatment Plan Consulting, Operations and Maintenance Agreement and to authorize the Public Works-Utilities Director to negotiate and execute an agreement between the Town of Clarkdale and Contract Wastewater Operations, LLC.

The Town of Clarkdale maintains a Wastewater Treatment Facility. The Operator of Record for this site is scheduled to retire July 3rd, 2019. We are taking this opportunity to reorganize our overall structure, and we will be modifying the position to be a Chief Operator for the water/wastewater system. While we recruit the right candidate for this position, we need a certified operator to manage the plant and provide training to our staff.

Under this proposal, Contract Wastewater Operations, LLC (CWO - A Clarkdale-owned firm) will provide licensed operations of the wastewater treatment plant (WWTP) at a minimum of Arizona Department of Environmental Quality (ADEQ) grade II level. Additionally, they will be visiting the site a minimum of three days per week, collecting

samples as required by ADEQ, preparing written correspondence and required Self-Monitoring Report Forms (SMRFs), and assisting with routine inspection and preventive maintenance on all equipment as per the manufacturer's recommendations. CWO will also be assisting in training our Town staff in process control techniques and procedures, sampling protocols, and all normal operational maintenance procedures associated with the WWTP.

The term of this agreement is six months with the option to extend as necessary with the agreement of both parties.

The monthly cost of this service is \$3,150 per month. Funding for this contract will be from labor savings created while the current position is vacant.

Utilities-Public Works Director Maher Hazine presented information on this agenda item to Council. Discussion followed regarding specifics regarding recruitment, hiring the right person for the job taking time and, in the meantime, working with this company at a reduced rate than the current salary and benefits of our plant operator.

Action: Approve the Consulting, Operations and Maintenance Agreement between the Town of Clarkdale and Contract Wastewater Operations, LLC and authorize the Public Works-Utilities Director to finalize and execute the agreement for the initial six month period and any subsequent extension(s) deemed necessary.

Motion: Councilmember Regner

Second: Councilmember Buckley

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

VERDE RIVER INSTITUTE REPORT – An update from the Verde River Institute on projects and issues that relate to the Verde River @ Clarkdale.

The Verde River Institute (VRI) is a 501(c)(3) non-profit organization committed to developing and facilitating the implementation of policies that help to ensure that the Verde River in central Arizona retains flows that will support sustainable, healthy and diverse economies and ecosystems.

VRI also helps policy makers understand the many complex water resource issues in central Arizona. They are committed to finding sustainable solutions for the human and natural worlds that depend on the Verde River to supply their needs. They are guided by the principle that responses to demands in the system should also increase the river community's intellectual, political, social, individual, natural, built and financial capital.

According to their website, when this goal is realized, the system becomes robust, dynamic and sustainable.

The Vision of the VRI is: Connecting people and resources to promote a healthy, flowing Verde River and a stronger, greater Verde community.

Their Mission: Provide research and data, funding, policy expertise, education and consulting on diverse Verde River issues.

Clarkdale Mayor Doug Von Gausig serves as the Executive Director of the Verde River Institute. Instead of reporting on Verde River Institute topics during his Mayor's report, staff has suggested having a separate agenda item so that the public is more aware that information relating to the Verde River Institute's work will be presented. Mayor Von Gausig will provide on-going updates and reports on Verde River Institute programs and projects that relate to the Verde River @ Clarkdale as part of this agenda item.

There was no report for this meeting.

Action: This is a monthly, or as-needed, report and no Council action is required.

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda.

ADJOURNMENT – Without objection, Mayor Von Gausig adjourned the meeting at 7:16 p.m.

APPROVED:



Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:



Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 11th day of June, 2019. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 9th day of July, 2019.

SEAL



Mary Ellen Dunn, Town Clerk